

Load/Edit Patient Data

Introduction

The Load/Edit Patient Data option is used to enter, edit, and view information contained in a patient's record without making a registration entry in the Disposition Log or creating a 10/10 Form (Application for Care). You may also make HINQ inquiries and print patient data cards. New patient records may be entered into the system or the records of existing patients may be edited. You may wish to use it to enter new patients into your database for whom applicable information has been mailed to your facility for actual registration at a future date.

Entry/edit of a patient's record is done via a series of formatted data screens. There are a total of fifteen screens distributed with the PIMS Package. Screens 12-14 are informational only. The enter/edit process will not be the same for every patient, nor for every user due to several variables which exist in the system. Your site has the ability to create its own additional screen in order to capture certain information it may need or to capture information in a different format. It has the ability to turn certain data screens ON and OFF according to Patient Type. Within the screens, it may specify which data groups may be entered/edited. The DG ELIGIBILITY security key also plays a role in your ability to enter/edit data. Depending upon whether eligibility has been verified, certain information may only be edited by a user holding this security key.

The HIGH INTENSITY field in the MAS Parameters has been provided to assist you in the identification of those fields which may/may not be edited. If this field has been set to YES at your facility, the number next to those data groups which may be edited will be in boldface type; those which are uneditable will not (excluding Screen 8). For those sites not using High Intensity, numbers of data groups which may be edited will be enclosed in []s, while those which are uneditable will be enclosed in < >s (excluding Screen 8). The Supplement at the end of this section provides an example of each data screen and a description of each associated field. Please refer to this Supplement when entering or editing patient information.

If your site has the Consistency Checker function turned ON, the system will perform a check for inconsistent/unspecified data elements at the conclusion of the entry/edit process. If any inconsistent/unspecified data elements are found, you will be given the opportunity to make the necessary corrections.

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The system will also determine a patient's need for Means Testing and Copay Testing and, if necessary, allow you to complete the required test. For the Copay Test, the veteran has to request the test be completed. For instructions on Means Test, see the Add a New Means Test or Complete a Required Means Test options. For instructions on Copay Test, see the Add a New Copay Test option.

Screen 8 of this option uses the List Manager utility. The List Manager is a tool designed to display a list of items. It allows you to select items from the list and perform specific actions against those items. The following is a brief explanation of some of the actions listed on this screen.

DD - In order to edit the dependent demographics, the selected dependent has to be active.

DP - Delete Dependent functionality requires that the user hold the DG DEPDELETE security key. This functionality should be mainly used to delete duplicate dependents. In order to delete a dependent, they must be removed from every Means Test.

CD - Used to copy the previous year's income and dependent information. Copy Data can only be used if there is previous year income on file and no income on file for this year.

ED - Expand Dependent will move to another screen. It is used to edit the effective date (date the person became a dependent of the veteran).

MT - Used to enter/edit last year's marital status for the veteran.

AD - This protocol is not selectable from the registration screens.

RE - This protocol is not selectable from the registration screens.

With the installation of the Veteran Identification Card (VIC) software, the prompt "Download VIC data?" has been added which allows you to download the selected patient's demographic data to the photo capture station. The existing "EMBOSS DATA CARD?" prompt has been changed to "EMBOSS (OLD) DATA CARD?".

Catastrophically Disabled Review Date displays after patient demographic and eligibility data.